

THE STATE HUMAN RESOURCE INVESTMENT COUNCIL BYLAWS

Pursuant to Indiana Statute 22-4-18.1-3 and 29 U.S.C. 2801 et seq. (Workforce Investment Act of 1998), a state human resource investment council has been established, hereby known as the State Human Resource Investment Council.

ARTICLE I NAME AND ADMINISTRATIVE SUPPORT

Section 1. The name of this organization is the State Human Resource Investment Council (SHRIC). For purposes of these bylaws, the SHRIC shall be referred to as the Council.

Section 2. The Indiana Department of Workforce Development shall provide administrative support to the council. All correspondence for the council may be addressed in care of:

State Human Resource Investment Council
Indiana Department of Workforce Development
10 N. Senate Avenue
Indianapolis, Indiana 46204-2277

ARTICLE II PURPOSE AND MISSION

The State Human Resource Investment Council's purpose is to develop and implement an efficient, effective and integrated state human resource investment system. The comprehensive system will provide employment, education and training programs, and services to insure that all Hoosiers have the skills and opportunities necessary to earn a living wage. A skilled workforce will be critical in meeting future business needs of the state, and will encourage growth of business and industry. The Council advises the Governor of human investment needs and recommends ways to meet those needs, while maximizing federal funds and avoiding duplication of effort.

ARTICLE III POWERS, FUNCTIONS AND OVERSIGHT RESPONSIBILITIES

Section 1. The council acts in an advisory capacity to the Governor of the State of Indiana and to the programs and departments administering programs under the

council's oversight. Oversight is defined within the scope of activities and programs, included in Sections 2 and 3 below.

Section 2. The council is established to do the following:

- (a) Review the services and use of funds and resources under applicable federal programs and advise the governor on methods for coordinating the services and use of funds and resources consistent with the laws and regulations governing the particular applicable federal programs.
- (b) Advise the governor on:
 - (1) the development and implementation of state and local standards and measures; and
 - (2) the coordination of the standards and measures; concerning the applicable federal programs.
- (c) Perform the duties as set forth in federal law of the particular advisory bodies for applicable federal programs described in 22-4-18.1-4.
- (d) Identify the human investment needs in Indiana and recommend to the governor goals to meet the investment needs.
- (e) Recommend to the governor goals for the development and coordination of the human resource system in Indiana.
- (f) Prepare and recommend to the governor a strategic plan to accomplish the goals developed.
- (g) Monitor the implementation of and evaluate the effectiveness of the strategic plan described above.
- (h) Advise the governor on the coordination of federal, state, and local education and training programs and on the allocation of state and federal funds in Indiana to promote effective services, service delivery, and innovative programs.
- (i) Any other function assigned to the council by the governor with regard to the study and evaluation of Indiana's human service delivery system.

Section 3.

(a) The council shall serve as the state advisory body required under the following federal laws:

- (1) 29 U.S.C. 2801 et seq. Workforce Investment Act of 1998;
- (2) 29 U.S.C. 49 et seq., Wagner Peyser Act;
- (3) 29 U.S.C. 2301 et seq., Carl D. Perkins Vocational and Applied Technology;
- (4) 20 U.S.C. 9201 et seq., Adult Education and Family Literacy Act;

(b) In addition, the council may be designated to serve as the state advisory body required under any of the following federal laws upon approval of the particular state agency directed to administer the particular federal law:

- (1) 42 U.S.C. 12501 et seq., The National and Community Service Act of 1990;
- (2) 42 U.S.C. 681 et seq., Part A of Title IV of the Social Security Act;

- (3) 7 U.S.C. 2015, The employment and training program established under the Food Stamp Act of 1977
- (c) The council shall administer the minority training grant program established by section 11 of this chapter and the back home in Indiana program established by section 12 of this chapter.

ARTICLE IV MEMBERSHIP

The council membership is established in IC 22-4-18.1-5.

ARTICLE V APPOINTMENTS & TERMS

Section 1. Members of the council other than the governor, senators, representatives, and commissioners, or their designees, are appointed by the Governor and serve at the pleasure of the Governor. Pursuant to 22-4-18.1-6, appointments to the council are for two (2) year terms. The Governor shall promptly make an appointment to fill any vacancy but only for the duration of the unexpired term.

Section 2. The Governor shall ensure that individuals appointed to the council have sufficient expertise to effectively carry out the duties of the council. This expertise includes: knowledge of the long-term needs of individuals preparing to enter the workforce; the needs of state and regional labor markets; and the methods for evaluating the effectiveness of training programs in serving varying populations.

ARTICLE VI OFFICERS & ELECTION OF OFFICERS

Section 1. The Governor shall appoint as chairman of the council a member described in subsection 22-4-18.1-5(a)(4)(A).

The chair shall serve as a member of the Executive Committee.

Section 2. Term of Office. The Chair will be appointed annually.

ARTICLE VII MEETINGS, QUORUM & VOTING

The council shall hold no less than four meetings annually. The council shall meet at the call of the chair to conduct its business. Meetings shall be held at such places as determined by the chair and shall include teleconference convenience for members unable to attend in person. All meetings will be open to the public.

A majority of the appointed members attending either in person or via teleconference constitutes a quorum.

Each member shall be entitled to one (1) vote for each matter submitted to the membership for a vote at each meeting of the membership. Members attending a meeting via teleconference may cast their vote by so stating on the telephone. Members voting by teleconference shall also mail a signed statement to the chair declaring their vote.

ARTICLE VIII ATTENDANCE

Section 1. A council member who misses more than one face-to-face or teleconference council meeting will have their attendance reviewed by the Executive Committee for removal from the council.

Section 2. These attendance rules do not apply to meetings of committees. However, council members are expected to participate to the best of their abilities on committees and at the meetings of committees.

ARTICLE IX COMMITTEES

Section 1. The council has established an Executive Committee and the standing committees to conduct its business.

Section 2. The council chair will appoint the chairs of the standing committees. All standing committees appointed by the council chair, excluding the Executive Committee, will include a representative of labor.

Section 3. The Executive Committee is made up of the council chair and the chairs of the standing committees. All council members may attend any executive committee meeting.

The Executive Committee shall:

- (1) have duties and powers assigned by the council
- (2) have the authority to take action on behalf of the council (when lacking necessary quorum; in case of an emergency, etc.)
- (3) report to the council, in a timely fashion, on actions taken on behalf of the council
- (4) supervise the affairs of the council between regular meetings.
- (5) bring issues of concern to the Legislature on behalf of the council.

Section 4. The Assessment and Evaluation Committee. Assessment and evaluation of policies, programs, initiatives and delivery of services by this committee will help ensure equitable distribution of quality education, training and employment services statewide, especially to rural areas and areas serving economically disadvantaged citizens. This committee will call for and monitor the workforce development system for increased accountability in performance and continuous quality improvement along the goals and strategies of the council's overall statewide human resource investment strategic plan. The Assessment and Evaluation Committee will also use evaluation and performance measures to gauge customer satisfaction within the workforce system.

Section 5. The Employment and Placement Committee. This committee will ensure the statewide strategic plan for workforce development addresses customer needs at the regional level; moving low-income adults and youth, veterans, and disabled populations into the workforce as a priority of service; promoting hire of Hoosiers in jobs that have traditionally been filled with out-of state workers; tailoring employment and training programs to suit Indiana's business, industry and economic development needs. It will monitor the coordination of service delivery to promote efficiency and integration of programs and services.

Section 6. The Workforce Readiness Committee. This committee will provide oversight for training, education and employment programs to ensure programs are delivering education and training that is relevant to market needs and the future career goals of Hoosiers. It will help coordinate the delivery of programs in a manner that eliminates needless duplication. The committee will build partnerships between employers and quality workforce training programs. It will work to connect the Indiana public and private education system with business, government and labor to ensure Hoosiers are receiving workforce readiness skills throughout their education process.

Section 7. A Youth Council Committee will be appointed by the Chair of the council to bring issues of concern to the council. The Youth Council will assist youth in developing natural leadership skills and keys to success, and develop a system to facilitate the youth to motivate themselves.

The Youth Council will broaden the youth employment and training focus in the community and practice by increasing the awareness that Indiana's youth must participate in creating their own road to the future. It will develop an inventory of available youth workforce and training programs, which will improve the policy and public funding process relating to youth workforce programs.

**ARTICLE X
AMENDMENTS TO THE BYLAWS**

These bylaws may be approved, amended, or repealed through adoption of Board action by a 2/3 vote of the members present at any regular meeting providing the proposed changes do not conflict with existing federal or state laws, regulations or guidelines.

**ARTICLE XI
PARLIAMENTARY PROCEDURE**

Only parliamentary procedures as laid out in *Roberts Rules of Order, Newly Revised*, shall prevail in all regularly scheduled and special meetings of the Board and any standing or ad hoc committees thereof.

**ARTICLE XII
INDEMNIFICATION**

The Board and all committees there of, shall operate within the applicable state and federal laws. The State of Indiana shall indemnify every member of the Board and his/her executors and administrators against all expenses reasonably incurred by or imposed on him/her in connection with any actions, suit or proceeding at which he/she may be made part by reason of being or having been a member or officer of the Board, except in relation to matters as to which he/she shall be finally adjudged in such conduct, suit, or proceeding to be liable for negligence or misconduct, and in the absence of such final adjudication indemnification shall be provided only in connection with such matters as to which the Board members are advised by legal counsel that the person to be indemnified committed no such breach of duty. The foregoing right of indemnification shall not be exclusive of any other rights to which such person may be entitled.

**ARTICLE XIII
CONFLICT OF INTEREST**

Board members shall disclose any potential or real conflict at the earliest possible time and remove themselves from any key decisions or debates where the outcome may or will have an impact on related activities. Board members shall scrupulously avoid undisclosed conflicts of interest between the interests of the State of Indiana and the Board, and personal, professional, and business interests. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest. Upon or before appointment, each Board

member will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and updated as appropriate.

In the course of meetings or activities, a board member shall disclose any interests in a transaction or decision where he/she or his/her family and/or significant other, employer, close associates, including business or other nonprofit affiliations, will receive a benefit or gain. After disclosure, he/she may be asked to leave the room for the discussion and will not be permitted to represent SHRIC to external agencies on this issue or vote on the question.

Each board member will be asked to sign a conflict of interest policy document stating his/her understanding that this policy is meant to supplement good judgment, and he/she will respect its spirit as well as its wording.